



Sunnyvale Community Services

725 Kifer Road, Sunnyvale, CA 94086 (408) 738-4321

Working to Prevent Homelessness and Hunger

February 10, 2012

City of Sunnyvale Housing Division
Attention: Katrina Ardina
456 W. Olive Avenue
Sunnyvale, CA 94088

Dear Ms. Ardina,

Sunnyvale Community Services (SCS) is submitting the attached application for a 2012-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG). We are partnering with Downtown Streets Team (DST) on this Sunnyvale Workforce Development Program. The goal of this project is to provide job readiness training, job skills training, and job placement for low-income individuals who are homeless, recently homeless, or at risk of homelessness in Sunnyvale.

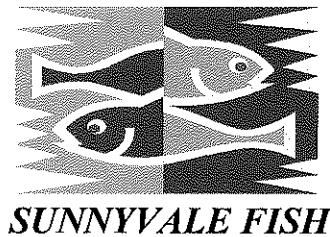
This first-ever collaboration in Sunnyvale is built on the extensive experience both of our non-profit agencies bring to the project. SCS' 42-years of preventing homelessness and hunger in Sunnyvale is well matched by DST's successful and innovative approaches to eliminating homelessness through employment. Each organization is fiscally sound. Both agencies have strong ties to business and community leaders, and an extensive network of referral organizations as additional resources for the project.

As Sunnyvale's downtown grows, and business partners expand their presence throughout the City, our Sunnyvale Workforce Development Program will help everyone in our community thrive.

Best Regards,

Marie Bernard
Executive Director

Letters of Community Support



February 12, 2012

City of Sunnyvale Housing Division
Attention: Katrina Ardina
456 W. Olive Avenue
Sunnyvale, CA 94086

I am writing to you on behalf of Sunnyvale FISH. Our non profit agency is dedicated to providing emergency food and clothing to the homeless and working poor in Sunnyvale. Sunnyvale FISH partners with Sunnyvale Community Services by packaging and providing emergency groceries on a weekly basis for distribution by SCS.

In 2011, FISH provided assistance to over 350 homeless people in the Sunnyvale area in the form of lunch bags and clothing. Many of the homeless are motivated to work but have been unemployed for so long that they need retraining to update their job skills. We are in **full support** of implementing the Downtown Streets Team approach of "Work First" in Sunnyvale. We believe this program will be beneficial to many of the homeless by assisting them in acquiring job experience and getting them back into the job market. Please help us to end homelessness in our community by supporting this program.

Sincerely,

A handwritten signature in cursive script that reads "Donna Beres".

Donna Beres

Board Member of Sunnyvale FISH
(408) 773 - 9466



Our Daily Bread

Serving hot, nutritious meals to hungry men, women and children

February 13, 2012

City of Sunnyvale Housing Division
Attention: Katrina Ardina
456 West Olive Avenue
Sunnyvale, CA 94086

Our Daily Bread is an outreach program providing hot meals to the homeless and hungry in the Sunnyvale community three days per week. In 2011, we served an all time high of 55,000 meals. Many of the homeless we encounter at our program are motivated to find jobs but are lacking recent work experience and assistance to help them rebuild their lives. We have partnered with Sunnyvale Community Services for many years in providing food and services to the growing homeless population but we believe additional programs must be implemented if we are to stop homelessness and transition these people back into jobs and housing.

We support the proposal to implement the "Work First" model sponsored by Downtown Streets Team and SCS. We believe this program will provide an opportunity for many of the homeless in Sunnyvale to gain work experience and update their job readiness skills. Please help us to minimize homelessness in our community by allocating funds to this program.

Respectfully,



Susan Latshaw
Vice-President of ODB Management Board



David Barnes
ODB Program Manager

*A Non-Denominational Outreach Program of
St. Thomas Episcopal Church
231 S. Sunset Ave. Sunnyvale, CA 94086*



**SOCIETY OF ST. VINCENT DE PAUL
RESURRECTION CHURCH**

February 12, 2012

City of Sunnyvale Housing Division
Attention: Katrina Ardina
456 West Olive Avenue
Sunnyvale, CA 94086

Our St. Vincent de Paul Conference at Resurrection Church in Sunnyvale provides services to needy families in the community. Several of our clients are homeless or near homelessness. They contact us requesting food, hotel lodging, gas money, etc. Many of these clients have been unemployed for many years but are anxious to find work. We partner with other nonprofit agencies in Sunnyvale such as Sunnyvale Community Services to provide the homeless with short term assistance. However, we believe a job training program would be the optimal solution for many of them. It would be the first step in the journey of moving them back into a home and a financially stable environment.

We are in support of implementing the Downtown Streets Team model of "Work First" in Sunnyvale. We believe this program will be beneficial to many of the homeless by assisting them in acquiring job experience, regaining their confidence, and getting them back into the job market. Please fund this program and help us end homelessness in our community.

Sincerely,

Tanya Pereira
Co-President
Resurrection Church's SVdP

Donna Beres
Co-President
Resurrection Church's SVdP

CDBG/HOME Capital Projects RFP

PROGRAM COVER SHEET

☐ ORIGINAL ☒ COPY

Part 1 – General Information

Organization Name: Sunnyvale Community Services
Tax ID Number: 94-1713897
DUNS¹ Number: 165378316
Project Name: Sunnyvale Workforce Development Program
Contact Person: Marie Bernard
Mailing Address: 725 Kifer Road
City, State, Zip Code: Sunnyvale, CA 94086
Phone: 408-738-0121
Fax: 408 738 1125
Email: mbernard@svcommunityservices.org

Part 2 – Program Funding

1) Requested Amount	\$220,000
2) Other Funding Sources	\$215,939
3) Total Project Cost (Line 1 + Line 2)	\$435,939
4) Percentage of City of Sunnyvale funds toward Total Project Cost (Line 1 / Line 3)	50.47%

Part 3 – Project Description

Please provide a brief description of the proposed project. The description should be no more than 5 sentences, describe the project (not the organization) and the number of unduplicated persons the project will serve and/or measurable objectives the project will meet during the contract period.

The Sunnyvale Community Services/Downtown Streets Team (SCS/DST) Workforce Development Program will provide homeless and/or extremely low-income individuals with job readiness training and employment opportunities with the primary objective to help previously homeless individuals rebuild their self-esteem and confidence through the dignity of work.

Objective # 1: Attain paid employment opportunities for homeless individuals in the Workforce Development Program for 10 unduplicated individuals.

Objective # 2: Build extensive network of 15 or more local employers willing to create or hold positions for DST program participants.

Objective # 3: Deliver job search skills and job readiness training classes for 50 to prepare participants for employment, so that 90% of employers retain new employees beyond three months.

Objective # 4: Job preparation program for up to 8 individuals at any one time that offers free street cleaning to the City of Sunnyvale.

¹ The DUNS number is a unique nine-character number used by the federal government to identify your organization. If

Application Checklist

Applicant Name: Sunnyvale Community Services

Project Name: Sunnyvale Workforce Development Program

The original application must include all of the information listed below. Each of the two (2) additional copies must include the information in Tabs A, B, C, and D. Proposals that do not contain all of the required documents will not be considered and will be ineligible for funding.

- | | | |
|--------------|-------------------------------------|---|
| Tab A | <input checked="" type="checkbox"/> | Cover Letter on Letterhead |
| | <input checked="" type="checkbox"/> | Program Cover Sheet* |
| | <input checked="" type="checkbox"/> | Application Checklist* |
| | <input checked="" type="checkbox"/> | Applicant Information* |
| Tab B | <input checked="" type="checkbox"/> | Section 1: Organizational Capacity and Experience |
| | <input checked="" type="checkbox"/> | Section 2: Evidence of Need for Project |
| | <input checked="" type="checkbox"/> | Section 3: Statement of Work/Project Scope/Readiness |
| | <input checked="" type="checkbox"/> | Section 4: Project Budget Information |
| Tab C | <input checked="" type="checkbox"/> | Project Budget Form |
| | <input checked="" type="checkbox"/> | Pro-forma (for construction or acquisition of community facility) |
| Tab D | <input checked="" type="checkbox"/> | Project Service Area Map |
| | <input checked="" type="checkbox"/> | Project-Specific Organizational Chart |
| | <input checked="" type="checkbox"/> | Résumés of Applicant's key personnel |

Provide Applicable Documents in Original Application Only (mark N/A if not applicable)

- | | | |
|--------------|-------------------------------------|---|
| Tab E | <input checked="" type="checkbox"/> | Organizational Chart |
| | <input checked="" type="checkbox"/> | Organizational Annual Budget and/or Financial Balance Sheet |
| | <input checked="" type="checkbox"/> | Signature Authorization* |
| | <input checked="" type="checkbox"/> | Environmental Review Form* and Attachments |
| | <input checked="" type="checkbox"/> | Conflict of Interest Disclosure* |
| | <input checked="" type="checkbox"/> | Administrative Checklist* |
| | <input checked="" type="checkbox"/> | Accounting System Certification* |
| | <input checked="" type="checkbox"/> | Letters of Commitment |
| | <input checked="" type="checkbox"/> | Articles of Incorporation |
| | <input checked="" type="checkbox"/> | 501(c)(3) documentation from IRS |
| | <input checked="" type="checkbox"/> | Board Resolution authorizing submittal of proposal |
| | <input checked="" type="checkbox"/> | Bylaws |
| | <input checked="" type="checkbox"/> | Financial Audit |
| | <input checked="" type="checkbox"/> | Director's and Officer's Liability & Errors and Omissions Insurance |
| | <input checked="" type="checkbox"/> | Policies and procedures for employees including internal controls |

Tab F Acquisition Projects only

- | | |
|--|--|
| <input type="checkbox"/> Appraisal of Property | <input type="checkbox"/> Phase I: Environmental Site Assessment* |
| <input type="checkbox"/> Parcel Map | <input type="checkbox"/> Property Listing |
| <input type="checkbox"/> Relocation Plan (if project anticipates displacement) | |

Tab G Construction Projects only

- | | |
|---|---|
| <input type="checkbox"/> Construction Cost Estimate | <input type="checkbox"/> Phase I: Environmental Site Assessment |
| <input type="checkbox"/> Letters of Community Support | <input type="checkbox"/> Architectural Drawings/Plans |

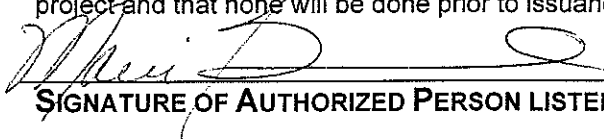
*Note: Standard Forms provided in application packet.

Applicant Information

1. Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ Faith-Based Non-Profit
☐ CHDO (HOME Applicants) ☐ Sunnyvale CBDO: _____
2. Name of Organization: Sunnyvale Community Services
3. Mailing Address: 725 Kifer Road
City, State, Zip Code: Sunnyvale, CA 94086
4. Physical Address of Project: 725 Kifer Road
City, State, Zip Code: Sunnyvale, CA 94086
Contact Person: Marie Bernard
5. Telephone: (408) 738-0121
6. Fax: (408) 738-1125
7. Email Address: mbernard@svcommunityservices.org
8. Provide the following information for a **program contact person**, a **financial contact person**, the **person who wrote the application**, and an **authorized contact**. Include attachments of job descriptions and resumes for key staff.

	NAME	TITLE	PHONE/EMAIL
Program Contact Someone who works with the project on a daily basis and can answer questions	Chris Richardson	Director of Program Operations	chris@streetsteam.org
Finance Contact	Carmen Davis	Finance Director Sunnyvale Community Services	408 738-4321 X 208
Application Contact Person who wrote this application	Marie Bernard	Executive Director Sunnyvale Community Services	408 738-0121
Authorized Contact Person authorized to make commitments on behalf of the organization	Marie Bernard	Executive Director Sunnyvale Community Services	408 738-0121

I certify that the information contained in this application is true and correct, and that it contains no falsifications, misrepresentations, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed tenants displaced, or construction begun on the proposed project and that none will be done prior to issuance of a release of funds by City of Sunnyvale.



2/13/12

SIGNATURE OF AUTHORIZED PERSON LISTED ABOVE

DATE

**MARIE BERNARD, EXECUTIVE DIRECTOR, SUNNYVALE
COMMUNITY SERVICES**

Section 1: Organizational Capacity and Experience

Use only the space provided.

- A. Provide an organizational overview of your agency, including:
- a description of the history and purpose of the organization,
 - years in operation,
 - years of direct experience in proposed project type,
 - staff experience in proposed project type,
 - federal grant management experience,
 - financial capacity, and
 - CBDO qualifications, if applying for a CBDO activity (See CFR 570.204)

Provide a project-specific organizational chart as an attachment to all copies of the proposal in Tab D and one copy only of the overall organizational chart in the original application (Tab E).

Founded in 1970, **Sunnyvale Community Services (SCS)** is an independent, nonprofit emergency assistance agency. Our mission is to prevent homelessness and hunger for low-income families and seniors facing temporary crises. We provide financial aid, food, and other support that prevents larger problems later on that require more expensive solutions. Our project partner, **Downtown Streets Team (DST)**, is a nonprofit founded in 2005, whose mission is to refine, expand, and communicate our model to eliminate and prevent current and future homelessness -- a model that is embraced by government leaders and is award-winning. SCS' senior managers and caseworkers have each worked at least 10 years in nonprofits working with low-income clients. DST's employment specialists and job developers have a combined 12 years of experience. SCS has many years of experience with federal grant management in Sunnyvale, and DST has federal grant management experience in Palo Alto and San Jose as well. SCS and DST each have sound financial reserves and funding sources for all other programs and projects. This partnership takes advantage of SCS' fiscal management and 42-year history of preventing homelessness and hunger, and DST's award-winning solutions to eliminate homelessness through job preparation, job training, and job placement. DST always starts with job preparedness. Many men and women who are homeless have great experience and many skills. It is their loss of self-confidence that keeps them from the job market. First we teach the skills they have lost through homelessness like getting to work on time, being good colleagues/team members, completing an assignment, etc., all the while we're rebuilding dignity and confidence.

SCS is qualified as a CDBO, with a majority of our board of directors residing in Sunnyvale, with all of our focus on improving the quality of life of those in need in our community.

B. Previous experience using federal funds:

1. Does your organization have previous experience with capital projects involving federal funds?
☒ Yes ☐ No If no, skip to question 4.
2. If yes, how many years of previous experience do you have with federally funded projects? Briefly describe your experience below.

SCS did a have a CDBG loan from 2003, along with federally funded CDBG projects for over 20 years, EFSP (FEMA) funding for many years, and a three-year project with HPRP. DST has funding directly or through various cities from CDBG and the Environmental Protection Agency.

3. If you have previous experience with federal projects, was your organization ever required to pay back funds, or found to have violated regulations, etc.?

☒ Yes ☐ No

If yes, indicate the actions cited.

SCS did have to return a small amount HPRP funds, but we were allowed to use those funds for other grant purposes. DST has not had to return any funds from any federal projects. Neither agency has violated any regulations.

4. If your organization does not have experience with federally funded projects, how will you ensure adherence to federal requirements? List examples of related experience or your plan to hire additional staff/contractors.

Not Applicable

C. Previous experience with City-funded projects

1. Do you have previous experience with City-funded projects?

☒ Yes ☐ No If yes, please describe below.

SCS has received Housing & Human Services grants from the City of Sunnyvale's General Funds for many years. DST has been funded by the City of Palo Alto since inception. First through the Business Improvement District, then by City Council directly, then by contracts to clean and beautify the downtown area. In 2007, DST received its first Human Services Resource Allocation Process (HSRAP) grant as the only new agency to do so that year. DST has also been funded by CDBG through the City of Palo Alto and by the City of San Jose Environmental Services Department in partnership with the Santa Clara County Water District and eBay.

2. Has your organization received HUD funds previously from the City of Sunnyvale?

☒ Yes ☐ No If yes, please describe below. If no, skip to question 5.

SCS has received HPRP and CDBG funds (see above).

3. If you are a prior recipient of City of Sunnyvale HUD funds, what was the date (mm/dd/yyyy) of your last City of Sunnyvale monitoring visit? 08/01/2011

4. Were there any findings and/or concerns in your last monitoring visit?

☐ Yes ☒ No

If yes, indicate the findings and/or concerns cited, the corrective action taken, and the date the City of Sunnyvale cleared the findings and/or concerns.

Not Applicable

5. If your organization has not received funds from the City of Sunnyvale, describe your experience managing similar projects funded by other public sources (state, federal, other local government).

Not Applicable

D. Complete the table below for each current member of the applicant's Board of Directors. If your organization does not have a board of directors (e.g., governmental entity), include this page and an explanation of why this form is not applicable (NOTE: Font, margins, or table may be modified to fit information on one page, as long as information below is included.) Identify board office held as applicable.

Board Member	Sunnyvale Resident (yes or no)	Employer (if any)	Office Held on Board	Term ² of Office	Length of Service
Manny Valerio	Yes	Fry's Electronics	President	'11-'14	6 years
Barbara McClellan	Yes	Community Volunteer	Vice President	'11-'14	4 years
Steve Harrington	Yes	Sunnyvale Presbyterian	Secretary	'09-'12	3 years
Tom McEvoy	Yes	RE/MAX	Treasurer	'09-'12	3 years
Leslie Lawton	Yes	We Produce	Board member	'10-'13	4 years
Camille Barnes-Mosley	No	Northrop Grumman Marine Systems	Board Member	'10-'13	2 years
Michelle Anderson	Yes	Sunnyvale Chamber of Commerce	Board Member	'11-'14	4 years
Clare Phillips	No	Palo Alto Med. Fnd	Past President	'10-'13	5 years
Gene Lamoreaux	Yes	KLA Tencor	Board Member	'10-'13	
Paul Whitney	Yes	Infinera	Board Member	'11-'14	1 year
Steve Drowniany	No	City of Sunnyvale Public Safety	Board Member	'11-'14	1 year
Calvin Gee	Yes	Oracle Systems	Board Member	'10-'13	2 years
Jim Slevin	Yes	AMD	Board Member	'10-'13	2 years
Connie Verceles	Yes	City of Sunnyvale	Board Member	'10-'13	5 years
Becky Griffey	Yes	B&G Printing	Board Member	'10-'13	2 years
Debbie Lyn Owens	Yes	Debbie Lyn's Costumes	Board Member	'11-'14	4 years

Complete this section accurately and completely. Use only the space provided.

Part 1 – Priority Activities

Program Priorities/Goals: Identify one or more Consolidated Plan goals the proposed project will address, and explain how your program will address these goals in Part 3 below.

For additional information, see the Sunnyvale Consolidated Plan online at:

<http://sunnyvale.ca.gov/Portals/0/Sunnyvale/CDD/Housing/HUD%20Programs/2010-2015%20Consolidated%20Plan.pdf>

City of Sunnyvale Consolidated Plan

- ☐ Goal A: Affordable Housing
- ☒ Goal B: Alleviation of Homelessness
- ☐ Goal C: Other Community Development Efforts
- ☒ Goal D: Expanding Economic Opportunities
- ☐ Goal E: Sustainability

Part 2 – National Objective and Beneficiaries

² Beginning and Ending Years

Part 2 – National Objective and Beneficiaries

A. Identify the CDBG National Objective your project will meet and provide an explanation in the box below. See page 2 of this RFP for definitions of national objectives

1. ☒ Benefit low- to moderate-income persons
☐ Area benefit
☒ Limited Clientele Activity
☒ Job Creation

This project is going to serve individuals who are homeless, or transitioning out of homelessness, or at risk of homelessness. Only those with low- to moderate-income persons will be served.

B. Number of unduplicated households to be served by the proposed capital project.

Column A	Column B	Column C
Total number of unduplicated households served	Number of unduplicated lower income (LI) households to be served	*Percentage of LI households served (B/A=C)
Example: 500	350	70%
50	50	100%

Part 3 – Demonstrated Need for Project

In the space below, provide a brief summary of **current** statistical data documenting the need for your proposed capital project. Include local Sunnyvale data as well as any relevant statistics collected by applicant. Provide sources for the information. Briefly explain the target population for the project, including demographics, residence, and a typical client profile. Explain how your project's design will meet the needs you have described, and how it will achieve the Consolidated Plan goals you identified in Section 2, Part 1.

According to the 2011 Santa Clara County Homeless Census & Survey Reports, there are 374 unsheltered and sheltered homeless in the City of Sunnyvale. This number shows an increase of 25 people, or 7%, since 2009. This number represents in part the homeless who may be sheltered during the winter months at the Armory in Sunnyvale. Estimates from Public Safety and from nonprofits serving the homeless are that approximately 100-125 of the 374 individuals listed above are homeless in Sunnyvale year-round. From the information that was gathered, loss of employment was the number one cause of homelessness.

The economic downturn that started in 2008 is still creating new homelessness in Sunnyvale, as individuals and families use up all other economic resources to remain in their apartment or house. Many have run out of unemployment, and have been out of work for more than two years. Their job skills are out of date, and their pride and self-esteem are shattered. Others are veterans whose job training in the military did not prepare them for high tech jobs in Silicon Valley. Young people find that entry-level jobs won't pay for a room in Sunnyvale. The Workforce Development Project will target 50 unhoused individuals/families living in Sunnyvale to provide a myriad of services with the goal of employment, housing, and ultimately ending homelessness.

SCS served nearly 7,000 unduplicated individuals in Sunnyvale last year with food or financial assistance. That is approximately 5% of the population of Sunnyvale. But we know that 25% of our residents are at risk of hunger, and 50% of the students in Sunnyvale qualify for free or reduced-price meals. Rents have increased 11% or more in Sunnyvale in one year. More and more of our families and residents are slipping into homelessness, living in garages, or with multiple families sharing apartments. SCS prepares special bags of food for the homeless, with pop-top cans and foods that require no cooking.

Sunnyvale Community Services has worked for over 42 years to prevent homelessness, and to help homeless individuals and families regain housing. As the United Way designated emergency assistance agency for Sunnyvale, we work with dozens of nonprofits and faith communities to assist low-income individuals and families. We have built partnerships with organizations including Our Daily Bread, the St. Vincent DePaul Society, and Sunnyvale Fish, and we are excited to work with the new Faith in Action Rotating Shelter that will open in March, 2012.

The Downtown Streets Team model has already been successfully adopted by three cities in Santa Clara County since it's inception in 2005. In Palo Alto alone, over 100 team members have found a job and 97 found permanent housing while with the team. The model is gaining recognition nationwide (launched Daytona Beach Streets Team and in discussions with over a dozen communities nationwide) as a unique approach to breaking the cycle of homelessness.

Santa Clara County has announced funding for 100 housing vouchers this year to help the homeless move into housing. However, those vouchers are reserved for those with an income. Thusly, this is the perfect time to match the "Work First" approach of Downtown Streets Team with the existing services of SCS. DST can prepare homeless individuals for jobs using it's job readiness training, Job Search Skills classes, and Learning Management System so that they can find employment afford housing. Sunnyvale Community Services can help those individuals and families with rental deposits and food.

Part 4 – Project Support from Additional Sources

A. Indicate the funding from other sources for this capital project in the following table. Add additional rows to the table if necessary.

Funding Source	Amount	Status – Approved, Pending or Denied	Award Date
Second Harvest Food Bank	\$20,000	approved	7/1/12
Sunnyvale Community Services In-kind	\$72,179	approved	7/1/12
Sunnyvale Community Services Financial assistance from General Unrestricted Funds	\$15,000	approved	7/1/12
DST, Learning Mngmt System & Job Search Skills other in-kind	\$54,000	approved	7/1/12
DST – Cash Contributions	\$46,400	approved	7/1/12
DST Volunteers at \$10/hour for resume writing, interviewing	\$8,360	approved	7/1/12
Total	\$215,939		

B. Identify commitments for ongoing operating funding *for this facility/site only* in the space provided below and include **letters of commitment** for these funds as **attachments**.

- ✓ All letters must be on the organization's letterhead and must include date, amount of match/leverage, and an authorized signature.
- ✓ Letters must be dated within 30 days of the application submission date.
- ✓ Letters must demonstrate that the funding is applicable to the project detailed in this application.
- ✓ Do not include letters of commitment unless financial support is provided by the person/organization and is detailed in the same letter.
- ✓ If the project will require formal approval of senior lienholders on the subject property, provide their letters of approval as attachments along with the letters of commitment.

Not applicable

Section 3 – Statement of Work/Project Scope

Part 1 – Project Service Area

Identify the project location by providing the facility's street address and assessor's parcel number(s). Provide maps of the project location and the project service area, including zip codes and census tracts, as an attachment to this application in Tab D.

Main office is located at 725 Kifer Road, Sunnyvale, CA 94086. The whole City of Sunnyvale is the service area. There are several locations where individuals who are homeless are located, including the Armory in Sunnyvale, along with agencies serving the homeless, including SCS, and the Faith in Action rotating homeless shelter. Training sites will be located in facilities in and around Sunnyvale and Santa Clara County, include the Opportunity Center, GoodWill and CET.

Part 2 – Project Development and Delivery (Use only the space provided.)

A. Work Plan / Project Readiness

Explain your project's work plan, including the activities you will undertake to achieve the project's goal. Describe how ready you are to begin the project by July 2012, and how you can expend the CDBG/HOME funds and complete the project within 12 months. Include the following:

- Planned capital project activities (design, permitting, construction, financial close-out)
- Client Recruitment/program marketing plan (for new/expanded programs in facility)
- Project evaluation plan

For Limited Clientele Facilities, provide information on procedures regarding recruitment and marketing plan for clients and/or volunteers, and intake and eligibility documentation.

We are ready to begin this project in July, 2012. DST has identified staff to lead the project's job preparedness, job training, and job placement efforts. We have prioritized recruitment locations for project participants. SCS will refer currently homeless or recently homeless clients, and DST will do outreach at the Sunnyvale Armory and the new rotating homeless shelter program "Faith in Action", along with referrals from other programs and sites where the homeless can be found. We have an excellent track record in recruiting local employers willing to hire DST job candidates. DST clients have access to a Learning Management System with courses that range from Word and Excel to finance, computer programming, and many more job skills. And we have partnerships with many of the agencies that provide job training including GoodWill, CET, and JobTrain. We are currently in discussions with NOVA in Sunnyvale and look forward to that partnership as well.

DST measures each individual's progress in job preparedness, job training, and job placement. We evaluate each participant's milestones in completing training modules, as well as their overall job readiness. DST's weekly "Success Team Meetings" celebrate each client's progress, and help individuals work towards their goals. A major focus is rebuilding the dignity that homeless has taken from these men and women.

Eligibility criteria for the program will be one or more of the following: **Homeless Clients:** A record of homelessness (self-declared income and residence). **Clients recently homeless or at risk of homelessness:** Proof of low income and proof of residence in Sunnyvale.

B. Implementation Schedule

Milestone	Projected Date
1) Contract Start Date	July 1, 2012
2) Design and Permitting	Not applicable
3) Initiation of Construction/Project	August 1, 2012
4) Completion of Construction/Project	June 30, 2013
7) 50% of Funds Expended and Drawn	December 31, 2012
8) 100% of Funds Expended and Drawn	June 30, 2013
9) Project Completion and Reporting	June 30, 2013

C. Performance Measurement System: Complete the following tables with information about the outputs and outcomes of your proposed project.

1. HUD OBJECTIVE (select one)	2. HUD OUTCOME (select one)
<input type="checkbox"/> Creating a Suitable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input checked="" type="checkbox"/> Creating Economic Opportunities	<input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability

3. Client Data Identify the number of households your project will serve, in the following categories:

Type of Household	Residing in Sunnyvale	Residing outside of Sunnyvale	Total
Low Income (50%-80% AMI)	0		0
Very Low Income (<50% AMI)	50		50
Disabled Persons	25		25
Female-Headed Households	10		10
Elderly	10		10
Youth			
Homeless Persons	40		40
Other Special Needs: _____			

Part 3 – Construction Project Description

A. Does your project involve:

New construction?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Major rehabilitation?*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Minor rehabilitation?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

*Major rehabilitation is defined as rehabilitation that involves costs in excess of 25 percent of the value of the building before rehabilitation. The value of the building means the monetary value assigned to a building by a recent appraisal and/or property tax assessment.

B. Do you have site control – including any right-of-way, easements, or encroachment permits needed for the project?

☐ Yes ☒ No

If **yes**, provide date site control acquired: _____

If **no**, explain *how* you intend to secure site control prior to the start of this project. Include the anticipated acquisition date(s).

Not applicable

C. **Operating Funds:**

For construction, expansion or acquisition of a community facility, will you have sufficient funds available for the operations of the facility?

☐ Yes ☐ No ☐ Not Applicable

Complete a Pro-Forma with detailed information about operating funds available for the facility and include as an attachment in Tab C.

D. Will your project involve temporary (less than 1 year) or permanent (more than 1 year) relocation of tenants from your proposed project site (residential or commercial tenants)?

☐ Yes: Temporary ☐ Yes: Permanent ☐ No Relocation needed

E. Provide a brief description of the following information.

- Property Analysis
 - Property Description, including amenities and features
 - Property Condition/Inspection
 - Appraisal Information. Provide most recent appraised value.
 - Unit Inspection Summary (for rehabilitation/expansion projects)
 - Improvements to Property

Not applicable

F. Provide the following items as attachments to this application: Not applicable

- ✓ Property Survey or Assessor's Parcel Map
- ✓ Proposed Site and/or Architectural Plans
- ✓ Infrastructure Plans
- ✓ Environmental Review (see form in Standard Forms)

G. Community Involvement

For new construction or expansion projects, include evidence of community support for the proposed project. Describe the measures your organization has taken to garner community support in the space below. Provide evidence of contact with local civic/homeowner association(s) or proof of public hearing. **Include letters of support as attachments to this application.**

Not applicable

Section 4: Project Budget Information and Financial Management

Part 1 – Budget Information

Provide a narrative explaining the total project budget, including major budget line items in the order in which they are listed on the budget form and primary sources of funding.

The DST budget consists of staff, supplies and overhead and money for vouchers to reward team members with housing and food vouchers.

There will be a Project Manager and a Case Manager at \$50,000 and \$40,000 respectively with monies for their payroll taxes and benefits. Overhead, marketing, PR, supplies are \$22,825 with the balance \$62,675 for vouchers for participants for their housing and food.

Sunnyvale Community Services will be paid 5% for acting as fiscal agent for the grant and another 5% for program staff.

Part 2 – Fiscal Management

A. Describe the organization's fiscal management, including:

- financial reporting,
- record keeping,
- accounting systems,
- payment procedures, and
- audit requirements.

Sunnyvale Community Services is audited every year by Deborah Daly, CPA. We publish our financial information in our annual report as part of our fall newsletter. Management reports financial information to the Board Treasurer each month, and to the Board of Directors on a quarterly basis. We use QuickBooks accounting software, and monthly financials are prepared by an outside accounting firm. Accounts payable and receivables are managed by the SCS Finance Director, with over 15 years experience at the agency. Checks can be issued within 24 hours if all paperwork and signatures are in order.

Our United Way "territory" is the City of Sunnyvale. We check with other agencies when providing services to homeless clients formerly living in other local communities. Caseworkers record every contact/service and verify all information with landlords, employers, benefit offices, and the County Assessor's Office, with PG&E, City utility department, and other vendors. Records are retained for five years. Our customized computerized client data base cross-references multiple families and those with different last names residing together. The Emergency Assistance Director approves all cases for funding and can spot abnormalities and attempted fraud. All CDBG funds are kept in a separate restricted account verified by the auditor. Our audits are 100% clean.

Provide the most recent financial audit as an **attachment** to the original application in Tab E.

Project Budget Form

	a	+	b	+	c	=	d
ITEM	CDBG/HOME FUNDS REQUESTED (\$)		MATCHING FUNDS (OTHER \$)		IN-KIND SERVICES*		TOTAL PROJECT BUDGET
					(\$)		
I. Capital Costs							
Permits and Fees							
Design (Architectural & Engineering)							
Acquisition Costs (escrow fees, etc.)							
Other Soft Costs (e.g. Davis Bacon Monitoring (if applicable), Surveying, etc.							
Rehabilitation/Construction Costs (labor, materials)							
Contingency (Construction)							
Environmental Compliance (CEQA/NEPA/Phase I, lead testing as applicable)							
Construction Management (if outside firm)							
Other: Salaries	\$123,500						\$123,500
Other: Matching/Inkind funds							
II. Project Management/Administration	\$33,825		\$77,579				\$111,404
III. In-Kind Services							
Applicant's staff services for project management)*							
Other in-kind services: Job training					\$54,000		\$54,000
Other in-kind: Food, rental assistance			\$35,000		\$23,000		\$58,000
Participants vouchers for food/shelter	\$62,675		\$6,000				\$68,675
Volunteer/Pro-bono services					\$20,360		\$20,360
TOTAL PROGRAM BUDGET	\$220,000		\$118,579		\$97,360		\$435,939

* Provide your basis for estimating the dollar value of in-kind services in the space below. For applicant's staff services, use applicant's actual cost (hourly rates). For volunteer services, use \$10/hour, and for pro-bono professional services (architectural, etc), use firm's established hourly rates as charged to typical clients. Food and rental assistance will come from SCS from donations in the amount of \$25/bag x 800 bags \$20,000 and backpacks and \$10 food cards for an additional \$23,000. Job training, Job Search Skills Workshops, Learning Management System (LMS) at \$54,000. Volunteer services were calculated at 1200 hours for SCS at \$10 an hour and for two days a week for DST's volunteer that prepares resumes and conducts job search and training.

* Please identify the source and commitment status (e.g. funds received, committed, or otherwise guaranteed, with proof) of other non-City funding and in-kind contributions committed specifically to the project for which CDBG and/or HOME funding is requested.

Project Budget - CDBG Sunnyvale

\$220,000

Cash & In-Kind ServicesSunnyvale Community Services (SCS) cash contributions

Rental assistance	\$15,000
Food	\$20,000
Staff salaries, taxes, benefits not covered by this grant	\$8,753
Overhead at 5%	\$28,426

Sunnyvale Community Services (SCS) in-kind

Backpacks filled for 50 team members	\$2,000
\$10 Safeway cards x 2 (Thanksgiving & Christmas) x 50	\$1,000
Food from in-kind donations @\$25/bag = 800	\$20,000
Volunteer time = 1200 hours at \$10/hour	\$12,000

Downtown Streets, Inc. (DST) - cash contributions

Vouchers for participants	\$6,000
Staff salaries, taxes, benefits not covered by this grant	\$40,400

Downtown Streets, Inc. (DST) - in-kind

Job Search Skills Workshops	\$8,500
Training Modules (LMS)	\$45,500
Volunteers to work with clients on resumes, LMS, job training	\$8,360

\$215,939

CDBG fundingDST

Project Manager	\$50,000
Payroll Taxes and Benefits	\$12,500
Case Manager	\$40,000
Payroll Taxes and Benefits	\$10,000
Computers, supplies, marketing, PR	\$5,225
Overhead at 8%	\$17,600
Team participants vouchers for food & shelter*	\$62,675

SCS

5% for fiscal agent	\$11,000
5% for program staff	\$11,000

\$220,000

\$435,939

Qualifications of Key Program Personel

Sunnyvale Community Services

Marie Bernard

Executive Director

2 years at Sunnyvale Community Services. 8 years experience as nonprofit executive, 19 years experience as high tech executive. B.A. from University at Buffalo. M.B.A. from The Wharton School, University of Pennsylvania. 2010 Graduate of nonprofit Leaders' Institute at the Center for Excellence in Nonprofits. Responsible for all program and fiscal management, PR, fundraising, and human resources.

Marie Barlahan

Director of Emergency Services

11 years at SCS. B.A. from College of Notre Dame. M.A. from Santa Clara University. Oversees all emergency assistance cases, ensuring compliance, making required reports, reporting trends and suggested program modifications to Executive Director and to the Board of Directors. Performs casework and supervises caseworkers.

My-Dung Tran

Director of Operations and Volunteers

2 years at Sunnyvale Community Services, 5 years, CA State Senator Lou Correa. B.A. UCLA.

Manages 800 volunteers and one volunteer coordinator and oversees the front office, food programs, and Holiday Christmas Center program.

Carmen Davis

Director of Finance

14 years at SCS. B.A. in accounting from San Jose State University. Handles and records all financial transactions, provides monthly financial reports to outside accountant, maintains donor data base. Also serves as fiscal agent for San Francisco Chronicle "Season of Sharing" fund.

Maria Buenrostro

Jose Hernandez

Martha Montenegro

Caseworkers

Combined 18 years experience at Sunnyvale Community Services

Meet with all clients, determine eligibility for all services, and make referrals for other services.

Downtown Streets Team

Eileen Richardson

Executive Director

Seven years Executive Director of Downtown Streets Team. Held Executive Director positions Peninsula Healthcare Connection and the Palo Alto Business and Professional Association. 15 years in hi tech as an Executive Director (Napster, Inc., Infravio, Inc.), BOD member and Venture Capitalist. Under her leadership, Downtown Streets Team has won the 2012 District three at the San Jose State of the City Address, The 2010 "Best Non Profit" Palo Alto Tall Tree award, the Harvard University Kennedy School's Ash Institute "Top 50 Innovations in American Government" 2009. She has won the 2007 Palo Alto "Community Star" Award and the 2008 Media Center "Local Hero" Award for her work with Downtown Streets Team. Eileen is the primary fundraiser, but also oversees every department and is in charge of fiscal management, contract negotiations, PR, and more.

Chris Richardson
Director of Program Operations

Over two years experience with Downtown Streets Team. B.A. from Boston University. Chris is second in charge of fundraising and is the primary grant writer, but his main role is developing and refining all program operations. This includes adhering to project budgets, managing all client interacting staff members, launching and overseeing all new projects, and more.

Andrew Henning
Employment Development Specialist

About two years experience in homeless services. Formerly launched Santa Clara County Project Homeless Connect. B.A. from University of Virginia. Andrew is in charge of the preparing clients for job search (leading Job Search Skills Classes), placing team members in available positions, developing employment opportunities with local businesses, and working with clients and Case Managers to remove obstacles to permanent employment.

TBD
Project Manager/Employment Development Specialist

See the following attachment with the job descriptions for a DST Project Manager and Employment Developer.

TBD
Case Manager

See the following attachment with the job description for a DST Case Manager.

Project Manager-

Downtown Streets Team empowers the homeless men and women our community with the tools to become self-sufficient. We are looking for an independently focused, dedicated, and passionate Project Manager to head up a new team in a new city in Santa Clara.

Duties and Responsibilities

- Work with each client individually to achieve goals specifically related to housing, transportation, and employment.
- Manage a team of at least 25 team members and guide each individual through the program.
- Lead weekly Success Team Meetings, management meeting, and maintain a waiting list of up to 50 individuals.
- Manage a nine-person transitional housing facility.
- Write grants (build and maintain grant calendar) in order to increase funding and expand services and effectively report outcomes.
- Work closely with Case Managers and Outreach Employment Developer to achieve the goals of clients.
- Effectively track and report project data to contractor and general public.
- Build relationships with community members, businesses, government agencies, and others to grow the size and scope of the team.
- Attend all meetings relevant to client care and company goals.
- Represent the agency in the community and work with all partner organizations to achieve the goals of clients.
- Establish productive relationships with each and every client with no bias or prejudice towards race, religion, age, sex, disability, or sexual preference.

Education, Experience and Qualifications

- A bachelor's degree in social work (BSW) or psychology is preferred. Masters degree in a similar field is a plus.
- Minimum of two years experience.
- Proficiency in Spanish and/or Vietnamese preferred.
- Knowledge of Housing First methodology, chronic homeless interventions and public benefit systems.
- Ability to effectively lead and manage a large team of volunteers/clients.
- Ability to plan, organize and evaluate program activities.
- Ability to communicate effectively with diverse population groups and maintain a high standard of professional and ethical conduct.
- Ability to make successful presentations to individuals and or groups at all levels.
- Strong organizational, problem solving and analytical skills.
- Advanced interpersonal skills necessary in order to regularly interact with clients and executive management.
- Excellent written and oral communication skills.

- Proficient in Microsoft Office software, i.e., Word, Excel, Powerpoint. Internet browsers, and ability to learn new software programs as needed.
- Local travel required.
- Must be available to work some evenings and weekends.
- Employment background screening required.

Compensation and Benefits

This is a full-time salaried position. Compensation based on prior experience. Position includes medical/dental plan and 401k.

Application Process

We encourage all interested candidates are encouraged to email their resumes to chris@streetsteam.org.

You may also send your resume via mail to:

Downtown Streets Team
480 Lytton Ave, Suite 2A
Palo Alto, CA 94303.

Organization: Downtown Streets Team
Role: Employment Development Specialist

Job Description

- Responsible for finding employers interested in hiring from homeless services program
- Administer/teach Job Search Skills program and refine program to better suite client needs
- Will administer Learning Management System and act as support for clients
- Leverage existing client base, network and prospect for new opportunities for the participants
- Responsible for the marketing of the program in an effort to address the participants' needs
- Will market resumes and skill-sets of job-ready participants
- Will negotiate rates on behalf of the program to hire a temporary, temp-to-hire or permanent position.
- Will ascertain initial viability of business to employ a participant by looking at financial strength, safety and professionalism
- Will look at job growth industries and verticals for job-ready participants and find employers who are interested in the skill-sets of the participants
- Develop and build relationships within the community by attending job fairs, chamber events, community programs and trade shows
- Keep the city aware of industry trends and current and future job openings per contact with employers
- Knowledge of employment and training issues and the local job market
- Experience in job creation and employer engagement
- As needed, determine if participant will benefit from Manpower training and/or assessments and direct to the workforce readiness trainer
- Assist in preparation of program documentation and reports
- Develops case file for each participant and updates files based on daily, weekly and monthly activities

Education, Experience and Qualifications

Associates of Arts or Bachelor degree with minimum 3 years experience in marketing, sales, or business development.

Case Manager

Downtown Streets Team empowers the homeless men and women our community with the tools to become self-sufficient. We are looking for an independently focused, dedicated, and passionate Case Manager.

Duties and Responsibilities

- Work with each client individually to achieve goals specifically related to housing, transportation, and employment
- Conduct Job Search Skills meetings on a weekly basis
- Coordinate job training, vocation instruction and skill training
- Conduct intake with each new client and maintain case files
- Constantly update case notes into Santa Clara County, City of San Jose and other tracking systems, such as HMIS, the vulnerability index, etc.
- Work with each client to receive Section 8 Direct Referral Housing and other forms of permanent housing
- Work closely with Outreach Employment Developer to attain regular employment for clients
- Attend all meeting relevant to client care and company goals
- Accurately and promptly document all interactions (phone, meeting, etc.) with clients at all times
- Represent the agency in the community and work with all partner organizations to achieve the goals of clients.
- Establish productive relationships with each an every client with no bias or prejudice towards race, religion, age, sex, disability, or sexual preference.

Application Process

Send resume with cover letter to: Downtown Streets Team, 480 Lytton Ave, Suite 2A, Palo Alto, CA 94303. Attn: Chris Richardson. Or fax to (650) 322-2128. E-mail: chris@streetsteam.org. Position open to applicants in June 2011. Downtown Streets Team is an equal opportunity employer.

Education, Experience and Qualifications

A bachelor's degree in social work (BSW) with minimum of two years experience. Proficiency in Spanish preferred.